

STATE UNIVERSITIES CIVIL SERVICE SYSTEM  
Original Entry Examination for  
POLICE OFFICER

SCORING INFORMATION SHEET

INFORMATION TO APPLICANTS

Following is important information concerning the various components which comprise the Police Officer examination. Read **ALL** of the information carefully and make sure that you understand it thoroughly. If you have any questions regarding the various stages of the examination procedure, contact your Personnel/Human Resources Office.

Successful completion of the Police Officer examination is contingent upon passing a three-stage examination. The content of these stages are outlined below:

**PHYSICAL FITNESS TEST (PFT)** Pass-Fail. Must pass all 4 components.

**KNOWLEDGE TEST FOR POLICE OFFICER EXAMINATION**  
(40% of total examination score)

**ORAL BOARD INTERVIEW SCORE**  
(60% of total examination score)

All three stages (PFT, Knowledge Test, and Oral Board Interview) must be passed. Failure to pass any stage will disqualify you from moving on through the examination process and will result in failure of the examination. Once you have successfully completed the PFT and the Knowledge Test, you will be scheduled for the Oral Interview of the process. The total examination score will range from 0 to 100, with a 70 required to pass the examination. Veterans Preference points will be added if applicable to a passing score 70.

A brief explanation of the examination components is presented below.

**PHYSICAL FITNESS TEST (PFT)**

The Physical Fitness Test consists of four components: (1) Sit and Reach (2) Bench Press; (3) Sit-ups; and (4) 1.5 Mile Run. **ALL** applicants are allowed a specified warm-up period prior to evaluation. **ALL** applicants are allowed **3 attempts** to pass Component 1 and **only one attempt** to pass Components 2, 3, and 4. In order to pass the Physical Fitness Test, the applicant must pass each of the 4 components.

Applicants are urged to have a physical examination by a physician in order to determine their physical fitness for participating in this test. Arrangements and payment for physicals are the responsibility of each applicant.

**KNOWLEDGE TEST FOR POLICE OFFICER**

The day you take the Knowledge Test, you should bring a copy of any college transcripts, résumé, and/or dates of education and employment to present to the Personnel/Human Resources Office. This information or these credentials will be reviewed/rated by the Personnel/Human Resources Office and the score will be recorded on the Credentials Assessment.

SCORING INFORMATION SHEETINFORMATION TO APPLICANTS (continued)

The Police Officer Knowledge Test consists of multiple-choice questions with a 2 hour time limit. Questions cover the following areas: Observation; Reading Comprehension; English Language; Math; and Decision Making and Prioritizing. It is suggested that in order to achieve a passing score for this portion of the examination, the material in the book on the suggested reading list for the examination should be studied carefully. Some of the examination questions do not require any preparation at all, while others are based on the material included in the suggested reading list. The suggested reading material for the Police Officer Knowledge Test is listed below:

**Hacker, Diana T. *A Pocket Style Manual*, St. Martin's Press.**

Your score, for this examination component, will count 40 percent of your total examination score.

**ORAL BOARD SUPPLEMENT FORM**

If you pass the Knowledge Test for Police Officer Examination, you will be notified by the Personnel/Human Resources Office to complete the Oral Board Supplement Form. You will have one (1) hour to complete the Oral Board Supplement which will be reviewed by oral board members. (You may be required to complete this form immediately following the completion of the Knowledge Test.)

**ORAL INTERVIEW**

An Oral Board comprised of three individuals (assessors), recommended by the Employer's Personnel/Human Resources Office, and approved by the State Universities Civil Service System office prior to the interview procedure will conduct this stage of the examination. Applicants are rated on the basis of the oral résumé, their responses to a set of questions furnished by the University System Office, and information completed on the Oral Board Supplement Form. Applicants will be rated on four examination elements: (1) Ability to Communicate in Writing; (2) Ability to Communicate Orally; (3) Ability to Make Decisions and Exercise Sound Judgment; and (4) Ability to Meet the Demands of the University Police Work. The overall rating is determined by averaging ratings of the three assessors. Each assessor is furnished a standard rating guide provided by the University System Office. Ratings are made independent of race, color, sex, and political affiliation. The duration of the Oral Interview is approximately 30 and 45 minutes.

Your score, if passing, will count 60 percent of your total examination score.